

PERSONNEL BOARD SUMMARIZED MINUTES

Monday, March 2, 2015 – 6:00 p.m.

PRESENT: Grecia Ferro-Ameneiro, Vice-Chairperson; Norberto Alvarez, Member; Zoraya Pena, Member; Jorge E. Leal, Member. **ALSO PRESENT:** Karen Callejo, Assistant City Attorney; Gelien Perez, Acting Human Resources Director; and Brenda Jackson. **ABSENT:** Pat Carnevale, Chairperson (In Mr. Carnevale's absence, the meeting was chaired by Vice-Chairperson, Grecia Ferro-Ameneiro.

ON THE DAIS:

Copies of the Hialeah Charter (at the February 2015 meeting, it was requested that Ms. Callejo provide copies of the Hialeah Charter to all of the Board members.)

AGENDA

1. Request to approve the minutes of the February 2, 2015 Personnel Board meeting.

APPROVED. Motion by Mr. Alvarez. Second by Ms. Pena. Passed by unanimous vote.

2. Request to approve **Leave with Pay**, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received February 2015.

- | | |
|--------------------|-------------------------------|
| 1. George Martinez | Local Business Tax Department |
| 2. Donald Duhart | Police Department |
| 3. Osvaldo Sardina | Police Department |
| 4. Osmay Mirabal | Public Works Department |

APPROVED. Motion by Ms. Pena. Second by Mr. Leal. Passed by unanimous vote.

3. Report of **Leave without Pay** for February 2015.

SO NOTED

4. Report of **Civil Service Appointments** for January 2015 (updated) and February 2015.

SO NOTED

5. Report of **Civil Service Resignations** for February 2015.

- | | |
|--------------------------|-------------------|
| 1. Leonardo C. Dominguez | Fire Department |
| 2. Julian Guerra | Police Department |
| 3. Jeremiah McIntyre | Police Department |
| 4. Carlos Plaza | Police Department |
| 5. Lita Goni | Police Department |

SO NOTED

**APPROVED BY THE
PERSONNEL BOARD
ON _____**

ITEM # _____

6. Report of **Maternal/Paternal Leave** for February 2015.

- | | |
|------------------|-----------------|
| 1. Robert Ortega | Fire Department |
| 2. Ivan Fiallo | Fire Department |
| 3. Raul Gonzalez | Fire Department |

SO NOTED

7. Report of **Leave of Absence** for February 2015. **None**

SO NOTED

8. Request to rescind the exam request approved on August 5, 2013 , to conduct a Civil Service exam for the **Human Resources Payroll Specialist** position and **merge** the remaining name on the current eligibility list with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description and eligibility list are attached.

Range 27 - Confidential - \$1035 - \$1954 Bi-weekly

WITHDRAWN.

9. Request to conduct a Civil Service exam for the position of **Literacy Program Director** with the following criteria:

- a. In-house
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and current eligibility is attached.

Range 50 - \$1252 - \$2436 Bi-weekly

WITHDRAWN.

10. Request to conduct a Civil Service exam for the position of **Sponsorship Coordinator** and **merge** the remaining name on the current eligibility list with the following criteria:

- a. In-house
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and current eligibility is attached.

Range 51 - \$1269 - \$2587 Bi-weekly

WITHDRAWN.

11. Request to conduct a Civil Service exam for the **Streets Maintenance Foreman** position with the following criteria:

- a. In-house
- b. 60% Oral
- c. 40% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a combined minimum score 70% to be placed on the eligibility list.

Copy of job description and no eligibility list on file.

Range 49 - \$1094 - \$2309 Bi-weekly

TABLED. Motion by Mr. Alvarez. Second by Mr. Leal. Passed by unanimous vote.

12. Request to conduct a Civil Service exam for the **Streets Truck Driver** position with the following criteria:

- a. In-house
- b. 100% Performance
- c. Must obtain a minimum score 70% to be placed on the eligibility list.

Copy job description and current eligibility list are attached.

Range 46 - \$941 - \$1819 Bi-weekly

APPROVED. Motion by Ms. Pena. Second by Mr. Alvarez. Passed by unanimous vote.

13. Request to rename the civil service classification **Recreation Manager** to **Center Director I**.

Copy of **renamed** job description is attached.

Range 48 - \$1056 - \$2127 Bi-weekly

APPROVED. Motion by Mr. Alvarez. Second by Mr. Leal. Passed by unanimous vote.

14. Request to approve the job description for the new civil service classification of **Utility Billing Clerk**.

Copy of **new** job description is attached.

Range 45 - \$903 - \$1714 Bi-weekly

TABLED. Motion by Ms. Pena. Second by Mr. Leal. Passed by unanimous vote.

15. Request to hear **Unfinished Business**. **None**

16. Request to hear **New Business**. **None**

NEXT PERSONNEL BOARD MEETING: Monday, April 6, 2015 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.